

Records Disposition Checklist

The questions are so worded that check marks in the NO column indicate the need for corrective action.

- |  | YES | NO |
|--|-----|----|
| 1. Are your records all covered by records control schedules?  |     |    |
| 2. Are copies of all currently applicable schedules available to operating components?                                       |     |    |
| 3. Are the disposition instructions and the schedule clearly understood by those applying them?                              |     |    |
| 4. Have the schedules been applied within the past twelve months?  |     |    |
| 5. Is timing of the application of the schedules coordinated with other workloads?   |     |    |
| 6. Is the cost of screening records estimated and compared to center storage costs before a screening project is undertaken? |     |    |
| 7. Are the schedule provisions for transferring records to the Records Center appropriate for your office?                   |     |    |
| 8. Are unscheduled noncurrent records sent to the Records Center pending establishment of a retention period?                |     |    |
| 9. Are annual volume reports of holdings made to the agency records officer?   |     |    |
| 10. Has the effectiveness of the schedules been checked by the agency records officer within the past year?                  |     |    |
| 11. Does the agency or local records officer clear all requests for additional space and equipment for records?              |     |    |
| 12. Are all disposition instructions satisfactory to your office?  |     |    |
| 13. Does your office have only those records needed for the conduct of current business?                                     |     |    |